

## **Special Security Guard – Regional Security Office**

### **BASIC FUNCTION OF POSITION:**

Provides a comprehensive range of protective services designed to ensure the security and safety of the Chief of Mission. Serves as a protective security officer with responsibility for providing protective services to the COM, during an assigned shift, in accordance with standard protective security principles and methods.

### **14. Major Duties and Responsibilities**

#### **A. Close Protection (70 Percent)**

Provides physical protection for the Chief of Mission on an assigned shift. Performs various protective security functions including covering designated security posts, providing body protection as part of protective formations, and conducting surveillance at the COM's residence. Reviews information relevant to the protective operation to anticipate problems or incidents. Responds to emergency situations in accordance with established protective procedures. Deploys special protective equipment as required.

#### **B. Protective Advance (20 Percent)**

Serves as advance agent for the COM Protective Detail. Coordinates protective services provided at sites visited by the principal. Oversees or conducts site surveys covering the full range of factors, conditions, and circumstances affecting the protective environment at sites to be visited by the principal. Establishes liaison with official representatives of the Government of Israel or the Palestinian Authority -- including members of the local law enforcement community; interviews airport, hotel and hospital/clinic personnel; and recommends transportation modes and travel routes. Prepares closing reports at the conclusion of new site visits.

#### **C. Miscellaneous Duties/Responsibilities (10 Percent)**

Maintains awareness of new personal security protective procedures and equipment through attendance at training sessions, seminars and workshops. Maintains required level of skills in the use of assigned protective equipment, including firearms.

## **Position No. C56-464 – Regional Security Office**

### **15. Qualifications Required for Effective Performance**

#### **A. Education:**

Completion of secondary school is required.

#### **B. Prior Work Experience:**

At least 2 years police or military training and experience in protective or security related duties.

#### **C. Post Entry Training:**

Successful completion of all training modules assigned by the RSO and/or DS Mobile Training Team within the first six months of entry on duty, contingent upon overseas training and deployment schedules.

#### **D. Language Proficiency:**

Level IV (Fluent) English, and Level IV Hebrew or Arabic are required.

#### **E. Job Knowledges:**

Incumbent must possess knowledge of personal/protective security principles and standard rules, procedures and techniques, as well as their practical application in providing protective security services for the Chief of Mission. Must also possess knowledge of the geography and politics of Israel and the Palestinian Authority, their security organizations, transportation, communication and health care systems. This knowledge must be at a level sufficient to carry out advance functions preceding visits by the principal to various sites. Must also possess knowledge of Diplomatic Security standards for the operation of a Primary and Secondary protective vehicle in a hostile protective environment. Finally, Incumbent must possess knowledge of local traffic laws and area traffic patterns, with particular attention to hospital and safehaven access routes.

#### **F. Skills and Abilities:**

Incumbent must have the ability to develop protective security plans that involve extensive interaction and coordination with Consulate personnel, local government officials, members of law enforcement agencies, and staff at hospitals and other facilities used in creating a secure environment for the principal when traveling throughout Israel and the Palestinian Authority. Must also be able to react promptly, appropriately and decisively in emergency situations. Must be skilled in the use of special protective equipment including firearms. Must be skilled in oral and written communications to deal with all levels of Mission personnel, including the Chief of Mission and senior staff, and to prepare clear and concise written reports. Must also have the ability to endure extreme physical demands, including regular and recurring physical exertion such

as long periods of standing or walking while maintaining a high level of alertness. Must be able to endure frequent travel, long working hours, and a stressful work environment while maintaining designated physical standards. The work regularly involves exposure to dangerous situations or unusual environmental stress resulting from the risks and pressures associated with providing physical protection for high-profile public officials. Initiative is required to react/respond in a decisive manner to emergency situations. Negotiating skill is also needed to ensure that adequate security services are provided at sites on the principal's itinerary, and in dealing with individuals who might pose a threat to the principal's security. Incumbent must also maintain a valid C class motor vehicle operator's license and be a skilled motorcade driver.

## **Position Elements**

### **A. Supervision Received:**

Incumbent reports to the Mission Security Force (MSF) Manager for administrative matters, and to the Assistant Regional Security Officer for operational supervision. Assignments are usually well-defined and require minimal amount of guidance from supervisors, except when new protective procedures are being implemented. Performs the duties associated with the assigned protective post in accordance with established procedures and accepted practices. Incumbent is required to react independently to emergency situations based upon training and experience. Advance agent assignment involves independently establishing contacts and coordinating the site scenario to ensure a safe and secure environment for the principal. Incumbent's efforts are evaluated for compliance with procedures, appropriateness of actions taken with respect to the protective environment, and the ability to respond to changing conditions.

### **B. Supervision Exercised:**

Not applicable.

### **C. Available Guidelines:**

DS Protective Security Handbook (12 FAH-2) and other references, standards and information derived from protective security operations and training.

### **D. Exercise of Judgment:**

The assignment involves providing protective services according to standard operating procedures. The security environment in which these services are provided is often dynamic and Incumbent must be aware of and react to factors, conditions and circumstances that affect the unit's ability to create and safe and secure environment for the principal. Virtually every protective detail presents the potential for physical injury to the principal and to others in the area, including the protective officers. The potential for danger requires Incumbent to maintain constant vigilance and to be prepared to react decisively in response to emergency situations. The varied nature of the protective functions performed, and Incumbent's responsibility for recognizing situations where established procedures are not adequate and for coordinating efforts with other investigative and law enforcement entities, also add complexity to the assignment. When serving as advance agent, judgment may be required to adapt procedures to meet unique conditions present at various sites.

**E. Authority to Make Commitments:**

Generally limited to making recommendations to the RSO. Such recommendations are a primary tool for the RSO's decision-making process with regard to COM protective security arrangements.

**F. Nature, Level and Purpose of Contacts:**

Contacts are varied and include the Chief of Mission and other key mission officials; officials of Israeli and Palestinian law enforcement agencies responsible for site security, up to and including district commanders; security officials at foreign missions; airport and hospital security directors; members of the media; and the general public. Contacts are carried out under widely varying conditions. The purpose of these contacts is to establish liaison, provide information and assistance, and execute protective operations.

**G. Time Expected to Reach Full Performance Level:**

Not later than six months after completion of specialized training and practical exercises.